Youth Civic Engagement Performance Measures Instructions

2021

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Performance Measure Requirements

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure depending on the program's theory of change. Applications may also include Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure but may be selected in addition to the aligned measure(s).

All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change. Applicants are not expected to have performance measures for every program activity. Volunteer Tennessee does not require applicants to use these Performance Measures but expects them to do so if these Performance Measures reflect key outputs and/or outcomes of the theory of change. Applicants may not create applicant determined outputs or outcomes that duplicate existing Performance Measures.

All performance measures, including output-only measures, must be associated with one or more Intervention categories (service activities). Applicants are expected to use the system-defined intervention categories if they appropriately represent the applicant's program activities. Applicants may not create user-defined intervention labels that duplicate existing intervention categories.

Performance Measures Selection Rules

These selection rules specify allowable output/outcome pairings for Performance Measures. Applicants must follow these selection rules when using these Performance Measures.

Capacity Building

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
Capacity Building & Leverage	G3-3.1: Number of community volunteers recruited by CNCS-supported organizations	G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations	Volunteer management Training Resource development Systems development
Capacity Building & Leverage	G3-3.2: Number of community volunteers managed by CNCS-supported organizations	G3-3.8: Hours of service contributed by community volunteers who were managed by CNCS-supported organizations	Volunteer management Training Resource development Systems development

Disaster Services

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
Assistance Provided	D1: Number of individuals served	D5: Number of individuals reporting increased disaster readiness	Disaster Preparation
	D6: Number of structures protected or restored	D7: Number of structures returned to regular use after a disaster	Disaster Response Disaster Recovery Disaster Mitigation

Economic Opportunity

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
Housing	O1: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	Housing Unit Development Housing Unit Repair Housing Placement/Assistance
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	Housing Unit Development Housing Unit Repair

Education

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
K-12 Success	ED1: Number of individuals served	ED5: Number of students with improved academic performance ED7: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement) ED27: Number of students with improved academic engagement or social-emotional skills	Service-Learning (required) Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Summer Learning Classroom Teaching
Post-HS Education Support	ED1: Number of individuals served	ED10: Number of individuals enrolling in post-secondary education/training ED11: Number of individuals earning a post-secondary degree or technical certification ED26: Number of individuals acquiring a GED	Service-Learning (required) Tutoring Mentoring Family Involvement Summer Learning

Environmental Stewardship

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
At-Risk Ecosystems	EN4: Acres of parks or public land treated	EN4.1: Acres of parks or public land improved	Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
	EN5: Miles of trails or rivers treated.	EN5.1: Miles of trails or rivers improved	Trail Creation Trail Remediation Stream Remediation Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
Energy Efficiency	EN1: Number of housing units or public structures weatherized or retrofitted to improve energy efficiency	EN1.1: Number of housing units or public structures with reduced energy consumption or reduced energy costs	Weatherization Retrofitting
Awareness & Stewardship	EN3: Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices	EN3.1: Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices	Education/Training Service Learning

Healthy Futures

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	Outcomes (if applicable)*	
Obesity & Food	H4: Number of individuals served	H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention
	H10: Number of pounds of food provided	N/A	Nutrition/Food Support
Access to Care	H4: Number of individuals served	H17: Number of individuals with increased health knowledge	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention

*All Performance Measure outputs may also be paired with an applicant-determined outcome instead.

Veterans and Military Families

Strategic Plan Objective	Selection Rules		Intervention categories
	Outputs	**Outcomes (if applicable)***	
Veterans & Families Served	V1: Number of veterans served V7: Number of active military members and/or military family members served V8: Number of veteran family members served	O11: Number of individuals transitioned into safe/affordable housing H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge	Financial Literacy Education Housing Unit Development Housing Unit Repair Housing Placement/Assistance Job Training Job Placement GED Education Other Adult Education Tutoring Mentoring Family Involvement Service Learning Summer Learning Companionship Nutrition/Food Support Legal Services Transportation Outreach Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention

*All Performance Measure outputs may also be paired with an applicant-determined outcome instead.

CAPACITY BUILDING

Focus Area Notes
- Programs should only opt into the Capacity Building performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

G3-3.1 (output)	Number of community volunteers recruited by CNCS-supported organizations
Definition of Key Terms	**Community volunteers:** Citizens or residents in the community who are recruited by the CNCS-supported organization to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. **Recruited:** Enlisted or enrolled as a direct result of an intentional effort to do so.
How to Measure/ Collect Data	Only count community volunteers that were specifically recruited by the CNCS-supported organization engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer. The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer's name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization during the program year. Applicants/grantees should control for double counting or select the measure that best fits your program model.

G3-3.2 (output)	Number of community volunteers managed by CNCS-supported organizations
Definition of Key Terms	**Community volunteers:** Citizens or residents in the community who are recruited and managed by the CNCS-supported organization to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. **Managed:** Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.
How to Measure/ Collect Data	Only count community volunteers that were specifically recruited by the CNCS-supported organization engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer. The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer's name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.

	The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization during the program year. Applicants/grantees should control for double counting or select the measure that best fits your program model.

G3-3.7 (outcome)	Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations
Definition of Key Terms	**Hours of service:** Consists of all the hours that recruited community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities. **Community volunteers:** Citizens or residents in the community who are recruited by the CNCS-supported organization to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. **Recruited:** Enlisted or enrolled as a direct result of an intentional effort to do so.
How to Measure/ Collect Data	The count of hours served must include only those hours served by volunteers included in the count of community volunteers recruited by the CNCS-supported organization engaged in the capacity building activity (measured in G3-3.1). This should be an unduplicated count of hours served by each recruited community volunteer during the program year. The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer's name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. Applicants/grantees may count both Generally Accepted Accounting Principles (GAAP) services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. 　　-Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for. 　　-Volunteer services come from individuals that would not normally charge for their time and skills they donate.

G3-3.8 (outcome)	Hours of service contributed by community volunteers who were managed by CNCS-supported organizations
Definition of Key Terms	**Hours of service:** Consists of all the hours that recruited community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities. **Community volunteers:** Citizens or residents in the community who are recruited and managed by the CNCS-supported organization to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. **Managed:** Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.
How to Measure/ Collect Data	The count of hours served must include only those hours served by volunteers included in the count of community volunteers recruited by the CNCS-supported organization engaged in the capacity building activity (measured in G3-3.1). This should be an unduplicated count of hours served by each recruited community volunteer during the program year.

	The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer's name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. Applicants/grantees may count both Generally Accepted Accounting Principles (GAAP) services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. -Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for. -Volunteer services come from individuals that would not normally charge for their time and skills they donate.

DISASTER SERVICES

Focus Area Notes
- Programs should only opt into the Disaster Services performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

D1 (output)	Number of individuals served
Definition of Key Terms	**Individuals:** recipients of CNCS-supported services related to disaster preparedness, response, recovery, and/or mitigation **Served:** substantive engagement of individuals with a specific disaster-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

D5 (outcome)	Number of individuals reporting increased disaster readiness
Definition of Key Terms	**Individuals:** those reported in measure D1A **Disaster readiness:** measures taken to prepare for and reduce the effects of future disasters
How to Measure/ Collect Data	Survey, interview, or other instrument capable of measuring changes in disaster readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

D6 (output)	Number of structures protected or restored
Definition of Key Terms	**Structures:** housing units or public facilities **Protected:** prepared to more effectively withstand future disasters **Restored:** repaired from damage sustained during a disaster
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of structures that received services

D7 (outcome)	Number of structures returned to regular use after a disaster
Definition of Key Terms	**Structures:** those reported in measure D6 **Returned to regular use:** able to be used for the same or similar purpose for which they were used prior to the disaster
How to Measure/ Collect Data	Report from structure owner/manager/occupant, or other instrument capable of measuring changes in condition at the individual structure level.

ECONOMIC OPPORTUNITY

Focus Area Notes
- Programs should only opt into the Economic Opportunity performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

O1 (output)	Number of individuals served
Definition of Key Terms	**Individuals:** recipients of CNCS-supported services related to increasing economic opportunity **Served:** substantive engagement of individuals with a specific goal in mind related to economic opportunity. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

O4 (output)	Number of housing units developed or repaired
Definition of Key Terms	**Housing unit:** A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities **Develop:** Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. **Repair:** A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of the number of housing units that have received CNCS-supported development or repair services

O11 (outcome)	Number of individuals transitioned into safe, healthy, affordable housing
Definition of Key Terms	**Individuals:** those reported in measure O1A **Safe, healthy, affordable housing:** Grantee certifies that the housing is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing is affordable to the individual(s) transitioned into the unit.
How to Measure/ Collect Data	Preferred method is a proof of residence such as a lease, mortgage, certificate of occupancy, or other verification from an external agency. Beneficiary self-reports may also be utilized.

O20 (outcome)	Number of safe, healthy, affordable housing units made available
Definition of Key Terms	**Housing unit:** those reported in measure O4 **Safe, healthy, affordable housing unit:** Grantee certifies that the housing unit is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable. **Made available:** This count indicates that the work has been completed to make the units available but they may or may not have been occupied.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of the number of safe, healthy, affordable housing units that have been made available

EDUCATION

Focus Area Notes
- Programs opting into the Education performance measures must use service-learning as part of the intervention.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

ED1 (output)	Number of individuals served
Definition of Key Terms	**Individuals:** recipients of CNCS-supported services related to education; may include students enrolled in grades K-12, out-of-school youth, preschool age children, and/or individuals pursuing postsecondary education **Served:** substantive engagement of individuals with a specific education-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

ED5 (outcome)	Number of students with improved academic performance
Definition of Key Terms	**Students:** those reported in ED1 **Improved academic performance:** an improved demonstration of skill or knowledge in one or more academic subjects
How to Measure/ Collect Data	Standardized test, report card grade, or other instrument capable of measuring changes in academic performance at the individual beneficiary level. When possible, pre-post assessments should be utilized.

ED7 (outcome)	Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)
Definition of Key Terms	**Students:** those reported in ED1 **Decreased disciplinary incidents:** lower rate of incidents as compared to a previous comparable time period
How to Measure/ Collect Data	School/district/classroom records, police records, or other instrument capable of measuring changes in disciplinary incidents at the individual beneficiary level

ED10 (outcome)	Number of students enrolling in post-secondary education or training
Definition of Key Terms	**Students:** those reported in ED1 **Post-secondary education or training** may include two- or four-year college programs or occupational/vocational programs **Enrolling:** means matriculating as a full-time or part-time student
How to Measure/ Collect Data	Preferred method is registration records that confirm student enrollments. Beneficiary self-reports may also be utilized.

ED11 (outcome)	Number of students earning a post-secondary degree or technical certification
Definition of Key Terms	**Students**: those reported in ED1 **Degree:** may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor's degree (ex., BA, BS); a master's degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD)
How to Measure/ Collect Data	Preferred method is registration records that confirm degree was earned. Beneficiary self-reports may also be utilized.
Notes	Programs may only select this measure if they are able to collect data during a one-year grant period.

ED26 (outcome)	Number of individuals acquiring a GED
Definition of Key Terms	**Individuals:** those reported in ED1
How to Measure/ Collect Data	GED completion records of individual students who participated in CNCS-supported program.

ED27 (outcome)	Number of students with improved academic engagement or social and emotional skills
Definition of Key Terms	**Students:** those reported in ED1 **Improved academic engagement or social and emotional skills**: A positive change in student skills, attitude, and/or mindset that is likely to contribute to increased educational success. May include increased interest in school, improved perspective on school climate, increased attachment to school and/or increased educational aspirations.
How to Measure/ Collect Data	Survey, observation, or other instrument capable of measuring changes in academic engagement or social and emotional skills at the individual beneficiary level. When possible, pre-post assessments should be utilized.
Notes	Academic or behavioral improvements counted under ED5 or ED7 cannot be counted under this measure

ENVIRONMENTAL STEWARDSHIP

Focus Area Notes
- Programs should only opt into the Environmental Stewardship performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.
- CNCS encourages grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres/miles/individuals

EN1 (output)	Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
Definition of Key Terms	**Housing unit:** a single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities **Public structure:** Shelter, such as homeless shelter or emergency shelter operated by a nonprofit or government organization; government-owned building **Weatherization:** Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system. **Retrofit**: An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of units/structures that have received services

EN1.1 (outcome)	Number of housing units or public structures with reduced energy consumption or reduced energy costs
Definition of Key Terms	**Housing units or public structures:** those reported in EN1
How to Measure/ Collect Data	Utility bill/statement, computer modeling, resident survey, or other instrument capable of measuring changes in energy consumption or energy costs at the individual unit/structure level. When possible, pre-post assessments should be utilized.

EN3 (output)	Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	**Environmental Stewardship and/or environmentally conscious practices:** Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and choices in order to live sustainably within those environments. **Education or training:** substantive engagement of individuals with a specific education goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals that have received services

EN3.1 (outcome)	Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	**Individuals:** those reported in EN3
How to Measure/ Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN4 (output)	Number of acres of public parks or other public and tribal lands that are treated
Definition of Key Terms	**Public parks**: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see EN5) **Other public lands:** Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies): and public easements **Tribal lands:** Same meaning as imparted by the definitions of "Indian Lands" and "Indian Tribes" provided in. SEC. 101. [42 U.S.C. 12511] **Treated:** Removal of invasive species, planting native plants, building riparian buffers, clearing of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of acres of land that have received services

EN4.1 (outcome)	Number of acres of public parks or other public and tribal lands that are improved
Definition of Key Terms	**Acres of public parks or other public and tribal lands:** those reported in EN4 **Improved**: Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.
How to Measure/ Collect Data	Land manager assessment or other instrument capable of measuring changes in land condition at the scale of individual acres. When possible, pre-post assessments should be utilized.

EN5 (output)	Number of miles of public trails or waterways that are treated and/or constructed
Definition of Key Terms	**Public trails or waterways**: owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements **Treated:** Removal of invasive species, planting native plants, building riparian buffers, improving tread/corridor of existing trail or making changes to increase the trail lifespan, implementing safety measures, removal of unsafe trail structures, repair of damage caused by visitor use, changes to increase accessibility, clearing of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal. **Constructed:** Activities designed to make trails newly available such as adding handicapped accessibility, building boardwalks, trail-blazing, converting a railroad bed to a trail, etc.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of miles of trail/waterway that have received services

EN5.1 (outcome)	Number of miles of public trails or waterways that are improved and/or put into use
Definition of Key Terms	**Miles of public trails or waterways:** those reported in EN5 **Improved:** Restored to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, increased safe condition or long-term sustainability of trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan. **Put into use:** Established safe and useable trails that are now available for public access
How to Measure/ Collect Data	Land manager assessment or other instrument capable of measuring changes in trail or waterway condition at the scale of individual miles. When possible, pre-post assessments should be utilized.

HEALTHY FUTURES

Focus Area Notes
- Programs should only opt into the Healthy Futures performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

H4 (output)	Number of individuals served
Definition of Key Terms	**Individuals:** recipients of CNCS-supported services related to improving health-related outcomes **Served:** substantive engagement of individuals with a specific health-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

H10 (output)	Number of pounds of food provided
Definition of Key Terms	**Food provided:** made available at reduced or no cost to individuals and/or organizations for the purpose of alleviating food insecurity or hunger. May include community garden programs.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of pounds of food provided

H12 (outcome)	Number of individuals who report increased food security
Definition of Key Terms	**Individuals:** those reported in H4A **Food security**: Access at all times to enough food for an active, healthy life. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (that is, without resorting to emergency food supplies, scavenging, stealing, or other coping strategies). [USDA]
How to Measure/ Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in food security at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H17 (outcome)	Number of individuals with increased health knowledge
Definition of Key Terms	**Individuals:** those reported in H4A
How to Measure/ Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

VETERANS AND MILITARY FAMILIES

Focus Area Notes
- Programs should only opt into the Veterans and Military Families performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by volunteers directly recruited and/or supported by the program.

V1 (output)	Number of veterans served
Definition of Key Terms	**Veteran:** a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code] **Served:** substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V7 (output)	Number of active duty military service members and/or military family members served
Definition of Key Terms	**Active duty military service member**: The term ''active duty'' means "full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component" [DOD Dictionary of Military and Associated Terms, April 2018]. CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting. **Military family member:** Immediate family member related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who is deceased. **Served:** substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V8 (output)	Number of veteran family members served
Definition of Key Terms	**Veteran:** a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code] **Veteran family member:** Immediate family member related by blood, marriage, or adoption to a veteran, including one who is deceased. **Served:** substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/ Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

Appendix A: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

Checklist Item		Primary Aligned Measure (required)	Additional Measure (optional)	Additional Measure (optional)
Performance Measure Requirements				
1	The application includes least 1 aligned performance measure (output + outcome) corresponding to the primary intervention.			
2	All performance measures reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change.			
3	Any output-only measures included in the application consist solely of National Performance Measure outputs.			
4	The application does not include applicant-determined measures that duplicate existing National Performance Measures. *(Note: Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them like a national measure.)*			
Intervention categories				
5	Intervention categories are consistent with the program design and contribute directly to the outputs and outcomes.			
6	The application does not include user-defined intervention labels that duplicate existing system-defined intervention categories.			
Output Quality				
7	Outputs clearly specify what is counted.			
8	Outputs count only program beneficiaries, not National Service Participants.			
Outcome Quality and Alignment				
9	Outcomes are logically aligned with the outputs.			
10	Outcomes reflect a meaningful change in knowledge, attitude, behavior or condition for program beneficiaries. *(Note: completion of a program would be considered an output, not an outcome.)*			
11	Outcomes can be measured during a single grant year.			
Targets				
12	Output and outcome targets are reasonable for the proposed program design.			
13	Targets are expressed as numbers, not percentages.			
Performance Measure Instructions				
14	National Performance Measures conform to selection rules, definitions, and data collection requirements specified in the Performance Measure Instructions.			
15	The application does not include any retired National Performance Measures (e.g., measures that do not appear in the Performance Measure Instructions).			
Data Collection/Instruments				
16	Data collection methods are appropriate for the output/outcome being measured.			

Appendix B: Frequently Asked Questions

1.   What are National Performance Measures?
CNCS has established six Focus Areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families based on the priorities included in the Serve America Act. Within these Focus Areas, as well as for Capacity Building, CNCS has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across our agency programs and initiatives.

2.   What is an aligned performance measure?
An aligned performance measure is an output paired with an outcome. The paired output-outcome measures may be National Performance Measures, applicant-determined measures, or the combination of a National Performance Measure output and an applicant-determined outcome. Applicant-determined outputs cannot be paired with National Performance Measure outcomes in an aligned performance measure.

3.   What is an applicant-determined performance measure?
An applicant-determined performance measure is one in which the applicant creates the language for the outputs and/or outcomes that will be measured. This is different from the National Performance Measures, where CNCS pre-determines common outputs and, in some instances, outcomes that are available for applicants to use.

4.   What is an output-only performance measure?
An output-only measure is a National Performance Measure output without associated outcome(s). Applicants may select output-only measures if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

5.   What is the definition of "National Service Participant"?
For AmeriCorps State and National programs, National Service Participant refers to the AmeriCorps members themselves.

6.   How many performance measures should I propose?
Each program must have at least one aligned measure (composed of an output and an outcome) reflecting its primary intervention. It is appropriate to have additional performance measures for other significant components of your program, but Volunteer Tennessee values the quality of performance measures more than the quantity. Performance measures reflecting activities that are not central to your program model should not be included in your application and do not need to be reported to Volunteer Tennessee, although you might still collect the data for your own purposes.

7.   Can I count the same beneficiaries in more than one performance measure output?
Unless otherwise specified, the same beneficiaries may be counted more than once across different measures for different Intervention categories (services) they may be receiving. For example, if your AmeriCorps members helped one specific individual to both prepare for a disaster and obtain employment, you may count that same individual in both D1A and O1A. However, programs cannot count the same individual more than once within any one specific performance measure. So, for example, an individual who attended two disaster preparation training workshops during a single program year cannot be counted twice under D1A.

8.   Do all beneficiaries counted under a particular performance measure have to receive the same Intervention categories?
Yes, the Intervention categories associated with the measure need to be applicable to all of the beneficiaries counted under the measure, even if the details of the intervention (e.g., the exact dosage provided) may vary. If one set of beneficiaries is receiving one type of intervention (e.g., mentoring) and a different set of beneficiaries is receiving a different type of intervention (e.g., tutoring), the two sets of beneficiaries should be counted in separate performance measures even if the expected outcome is the same. In contrast, if all beneficiaries are receiving multiple Intervention categories with the same expected outcome (e.g. all beneficiaries are being both mentored and tutored to improve their academic performance), they can be counted in a single performance measure.

9.   Can one performance measure output have more than one outcome?
Yes, there may be more than one outcome measure associated with a single output. Aligned measures should only be configured this way if it is expected that all of the individuals counted in the output will potentially achieve the

outcomes indicated. If the outcomes are resulting from different populations being served, they should be counted in distinct performance measures.

10. Can I count the same people more than once under one performance measure output or outcome if they receive service in more than one grant year?

If the individual receives services in more than one grant year, they may be counted as having received services in the output measure for each of the grant years in which they receive services. They may only be counted in the outcome measure for each grant year if they meet the specified level of improvement for the outcome in each year. For example, a student receives tutoring in second and third grade. The program expects that students will improve their reading score by one grade level each year. If the student is served in both second and third grade and improves by one grade level in each year, the student may be counted in output ED1A and outcome ED5A for both years. If the student improves by ½ grade level in second grade and one grade level in third grade, the student may be counted in ED1A for both years but only in ED5A for the third-grade year.

11. Am I allowed to allocate funds for collecting and analyzing data? If so, how much?

Costs related to measuring the performance of a program are allowable grant expenses. There is no standard recommended amount. As with all grant expenditures, these costs must be reasonable, allowable for the proposed program, and properly allocated across grant activities.

12. On the logic model chart there are three outcome levels (short, medium and long). Should all of these outcomes be entered as performance measures?

A program may have a theory of change that is based on accomplishing a long-term change in condition that is not measurable in a single program year. However, there may be shorter-term changes that can be linked to this ultimate goal that are strong indicators that the long-term change is likely to happen. While all of these outcomes may be included in the logic model, grantees are not required to measure or report on all of the outcomes. For performance measurement purposes, outcomes must measure changes that can be observed within a single program year.

13. Under what circumstances is it ok for grantees to use sampling to measure outputs and outcomes?

Methodologically speaking, sampling is appropriate for competitive grantees as long as the grantee has a solid plan for ensuring that its sample will be representative. Practically speaking, we would want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population. Formula grantees, with rare exceptions granted by CNCS, are not permitted to sample.

14. When would CNCS not allow sampling?

CNCS will not allow sampling when it is reasonable to expect a grantee to collect data from the whole population. CNCS will also not allow sampling if the grantee's sampling frame is not sufficient or if the grantee's methodology will not result in a representative sample.

15. How does a grantee set targets when it is planning to sample?

In most cases the grantee should be able to set targets based on the population as a whole. If a grantee's sampling methodology is sound and results in a representative sample, then the program can extrapolate their results to report on an outcome for the population as a whole. For example, a program reports an output of 1000 children served. The program selects a representative sample of 200 children. Of these, 180 students (90%) demonstrate the desired change. In this case, the program could report an extrapolated outcome of 900 students.